

# Processing Exit Clearances

## Purpose

This guide is for completing exit clearances for separating employees.

## Definition

Exit clearances authorize the release of a separating employee's lump sum annual leave payment. Final salary payments may be withheld if potential problem exists.

## Employee Procedure

## Supervisor Procedures

Step	
1	Employee should notify supervisor as soon as possible that he/she will be separating from the agency and the reason for separation.
	<b>Action</b>
2	When employee notifies you they are separating, an SF-52 needs to be prepared in the E-52 system and forwarded to the Administrative Resource Center/Public Debt Staff.
3	Once Public Debt Staff has been notified of the separation, the Pay and Leave Staff will forward an Employee Exit Clearance <a href="#">form</a> to the employee's supervisor or designated contact.
4	Follow the instructions on the Employee Exit Clearance form. <b>NOTE: If you are aware of a potential problem that may warrant withholding employee's final salary payment in addition to the lump-sum payment, please email <a href="mailto:Payroll@bpd.treas.gov">Payroll@bpd.treas.gov</a> immediately.</b>
5	After required actions have been taken, sign and date the Employee Exit Clearance form.
6	Fax the completed form to the Pay and Leave Staff at (304) 480-8282.